Excel 2016 Basics

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1) Create, open and view a workbook
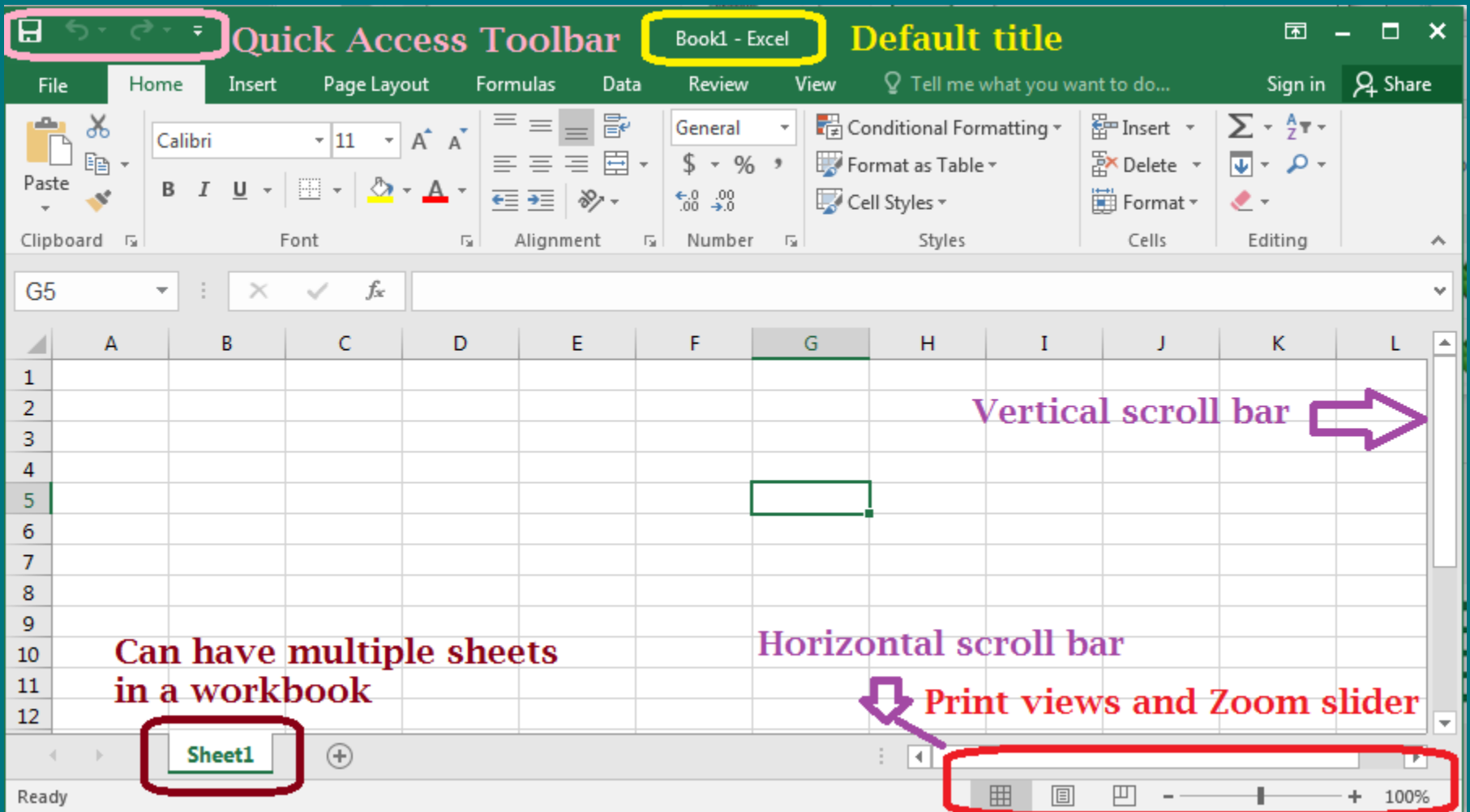
Click on the "Start" button on the lower left corner of your screen.

Then
- click on the Excel Icon   or
- use the "search" field for Excel   or
- Click on an existing worksheet

A brand new worksheet!

Click on the File tab, then New. You can use a template to get a quick start on a project. Or click on the Blank workbook.
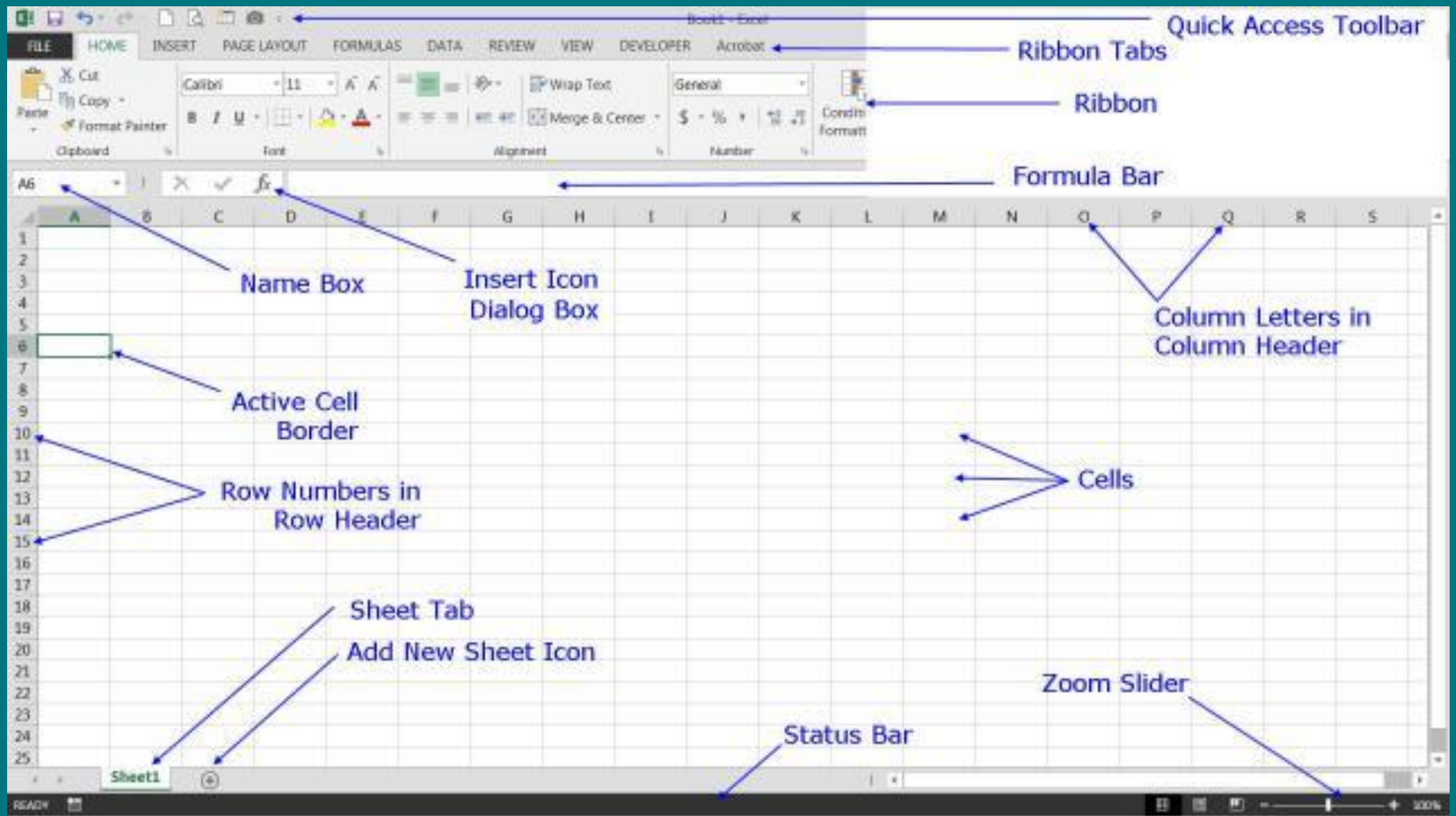
The Ribbon
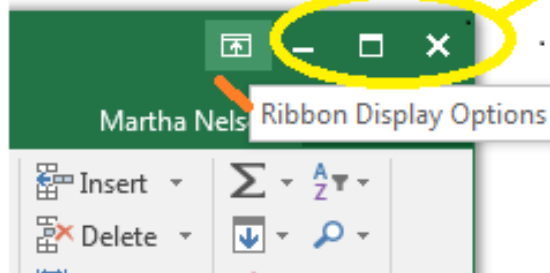
Click on each Tab to see sub-menu controls.
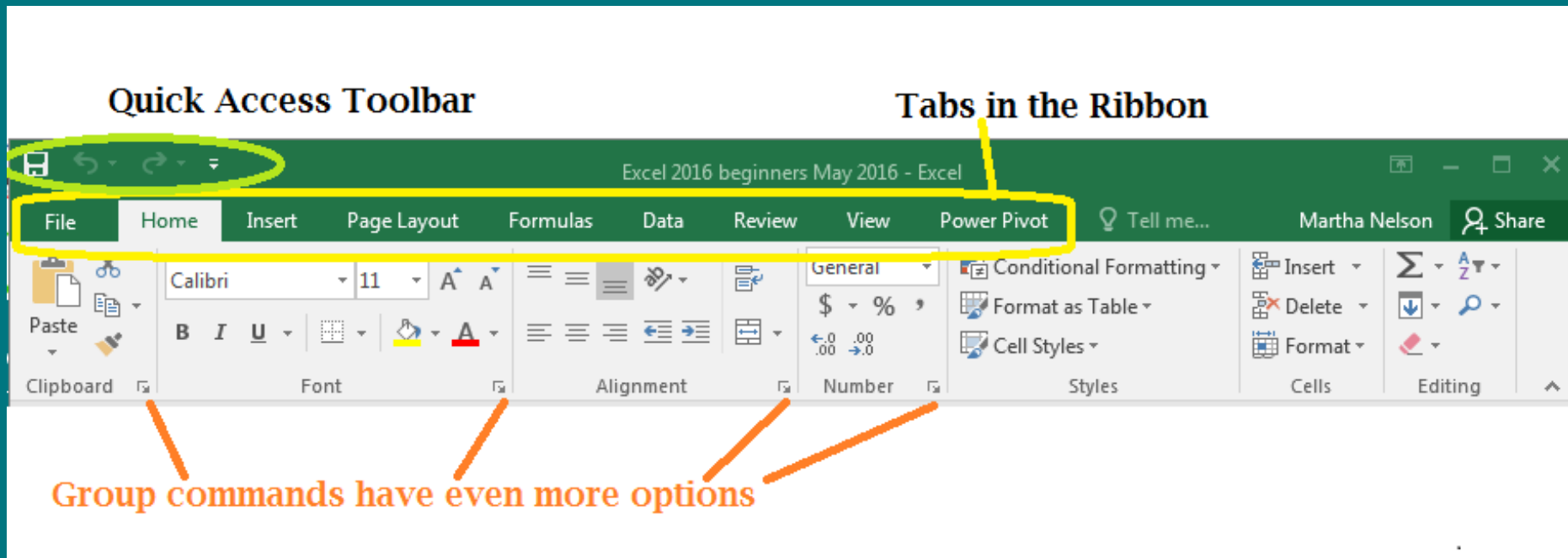
Each tab has its own collection of groups.
Each group has many options and controls.
Most groups have even more stuff when you click on the bottom right hand corner.

Quick Access Toolbar

Ribbon Tabs

Ribbon

Formula Bar

Name Box

Insert Icon
Dialog Box

Column Letters in
Column Header

Active Cell
Border

Cells

Row Numbers in
Row Header

Sheet Tab

Add New Sheet Icon

Zoom Slider

Status Bar

Minimize, Maximize / Restore Down, Close

Ribbon Display Options

The upper right corner has the standard Window's controls, plus a new one: the Ribbon Display Options.

If you ever notice that the Ribbon has disappeared, click the Ribbon Display Options and restore it.
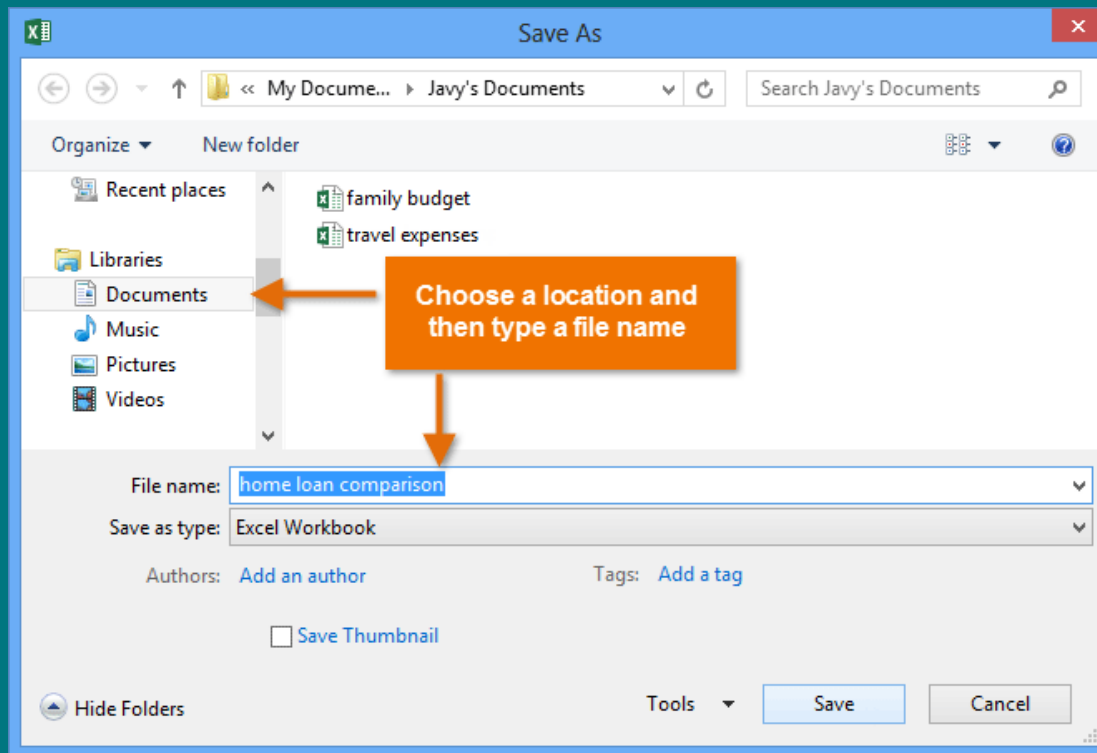
2) Save workbooks

Click on the File tab.

Then click on Save As.

Finally, click "Browse".

Click desired location, like Desktop or a flash drive. Rename the file here, too.
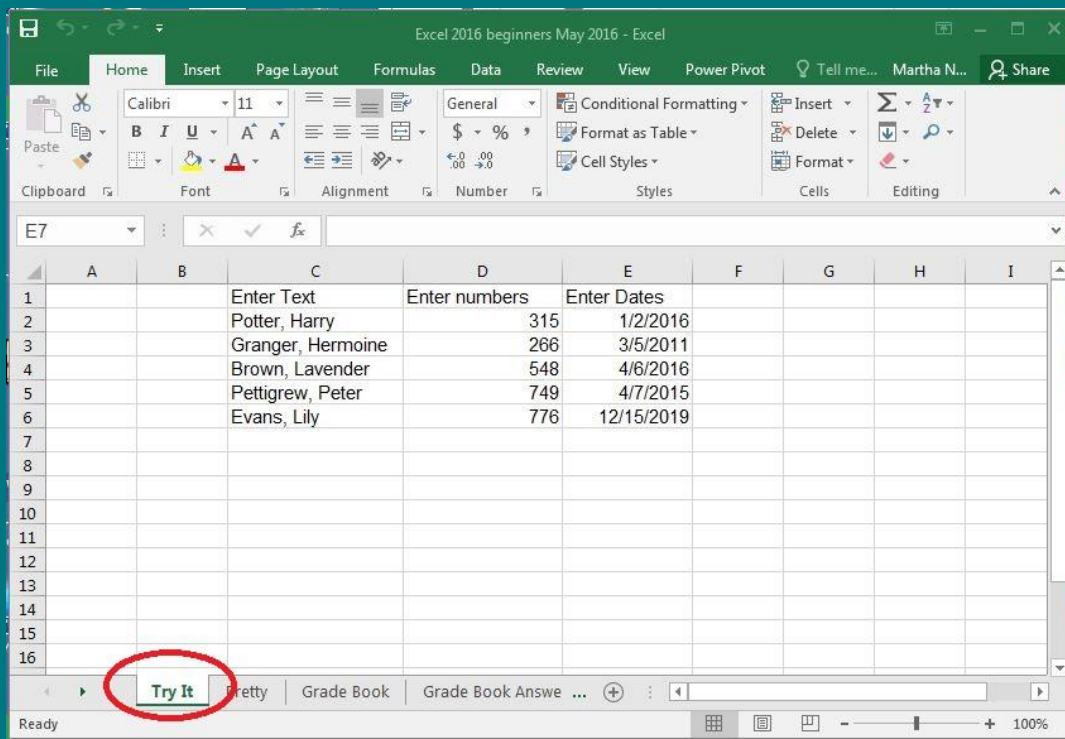
3) Enter and Edit Data

There are three data types:

- Text

- Numbers

- Dates and time (which are actually numbers)

Exercise #1

- Enter data in your worksheet. Tab is "Try It"

- Use mouse and arrow keys to move around the spreadsheet.

How to select two or more cells at a time

1. Click on one cell, that is the "active" cell, and its name will be in the name box. It will stay white.

2. Press the shift key.

3. Click on another cell. Everything between the two cells will turn grey, and the active cell is still white.
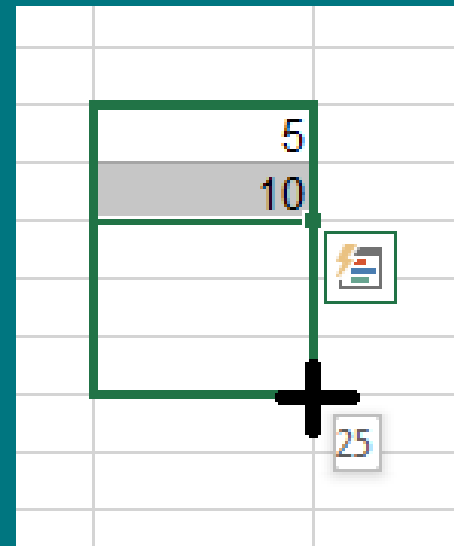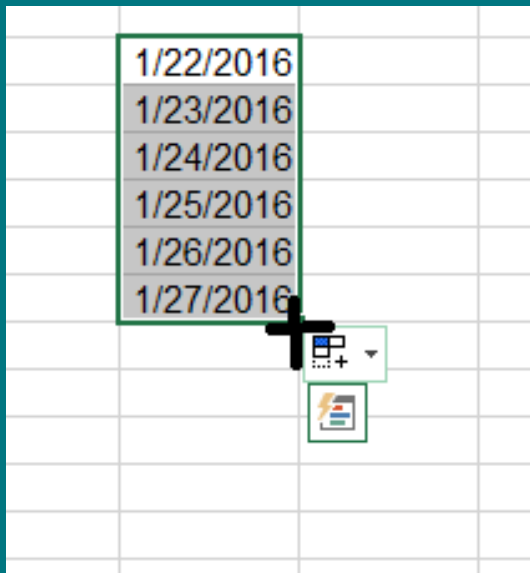
Autofill – enter repeating data very quickly.

1. Select a cell. Put your mouse over the lower right hand "dot" of that cell. The "dot" is called the handle.

2. For dates, just left-mouse click, hold, and drag down.

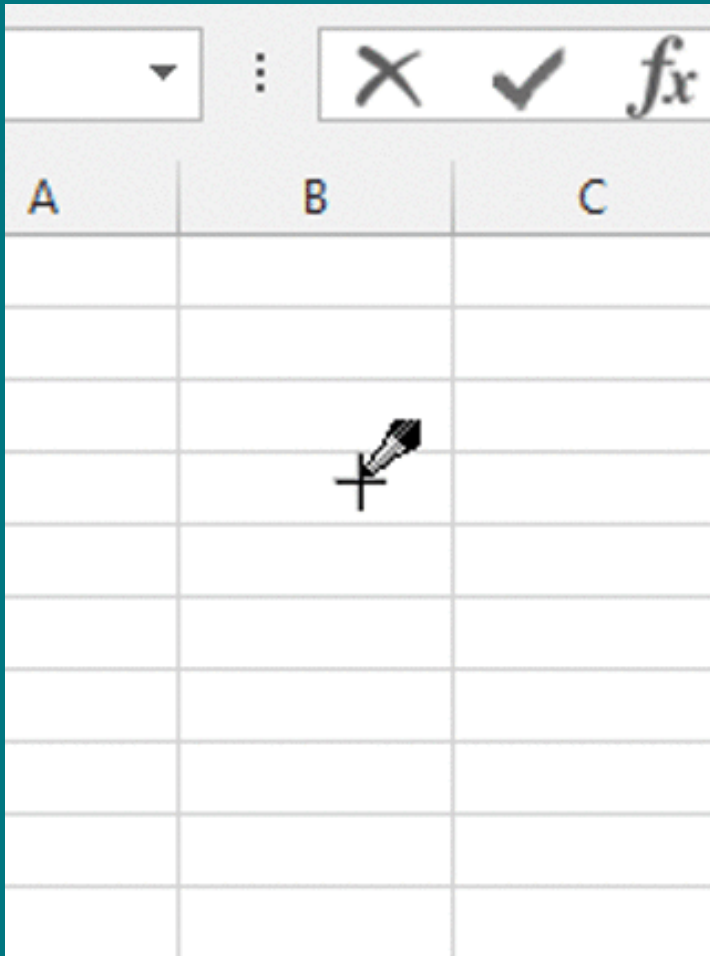3. For numbers, select two cells, and drag down.

Auto-fill #1:

Copy data down a column.

Enter data in a cell, press Enter.

Then, mouse over lower right hand corner handle and drag down.
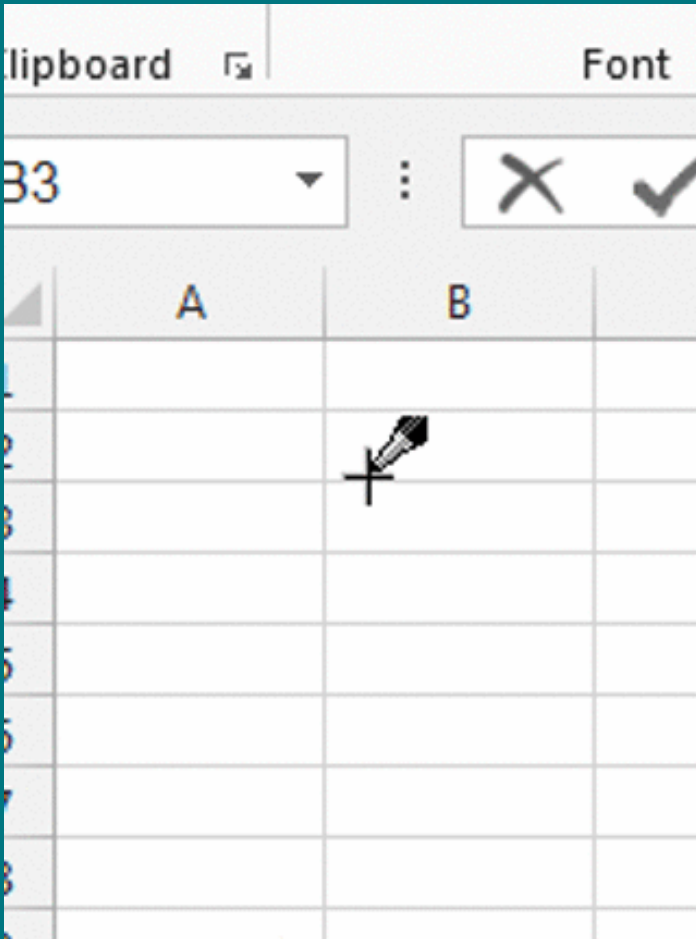
Auto-fill #2:

Increment data down a column.

Enter data in two cells that touch, press Enter.

Select both cells. (click on first cell, hold shift key, click on second cell)

Hold down the handle and pull down.

Auto-fill #3:

Increment a date.

Enter data in cell, press Enter.

Hold down the handle and pull down or across.
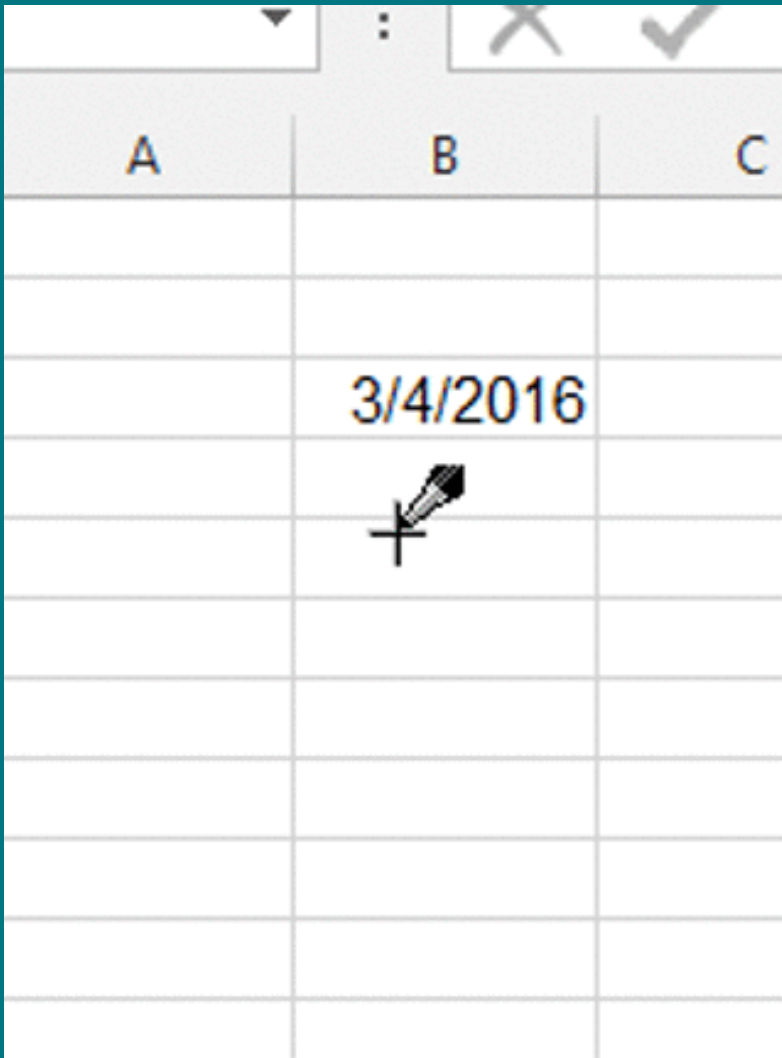
Exercise #2

In the "Try It" tab, use Autofill to fill in the cells.

- Click & drag one cell's handle to repeat the data in new cells.
- Select two adjacent cells. Click and drag those two cells and create a series.

4) Format cells, rows and columns

There are many ways to format individual cells, a selection of cells, columns, and rows. These are just a few.
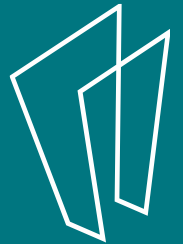
From the Home Tab
Select the desired cells first.

Mini Tool Bar

<right click> in a cell pulls up common formatting options.
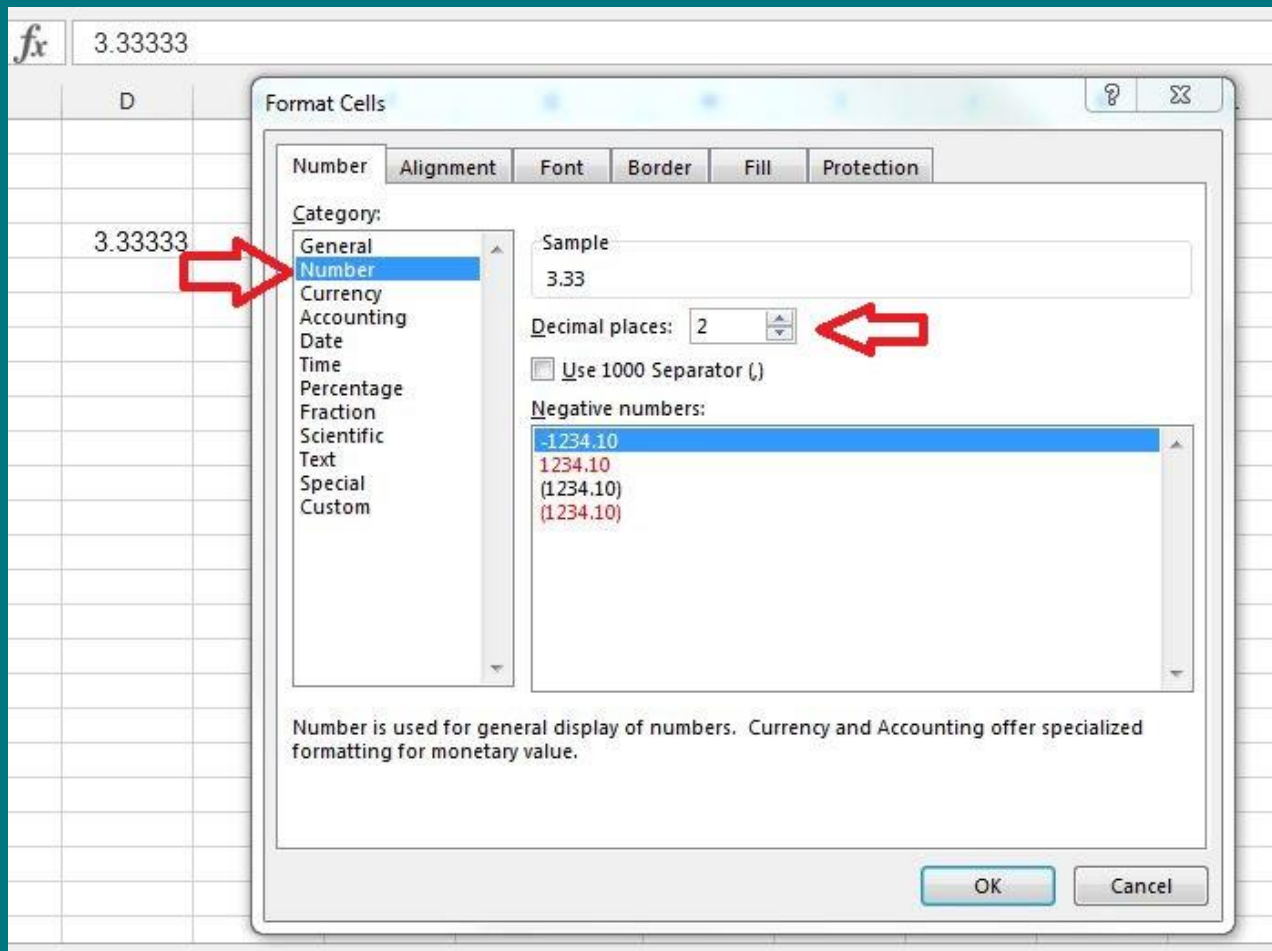
Select Format Cells from mini toolbar.
Tab options have many choices

Exercise #3

- Format data using the Mini-toolbar
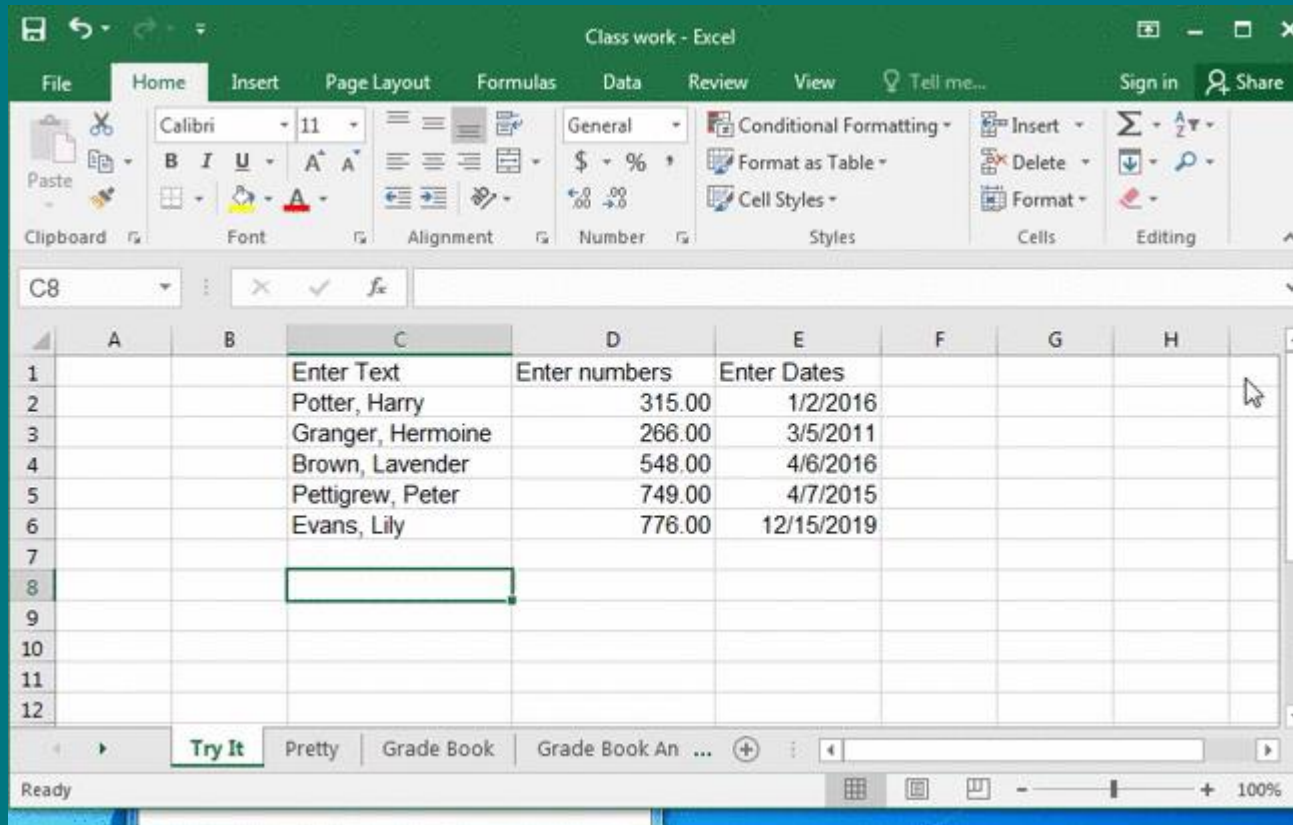- Format data using the Home > Font, Alignment, and Number groups.

Format data using the Mini-toolbar

- Format data using the Home > Font, Alignment, and Number groups.
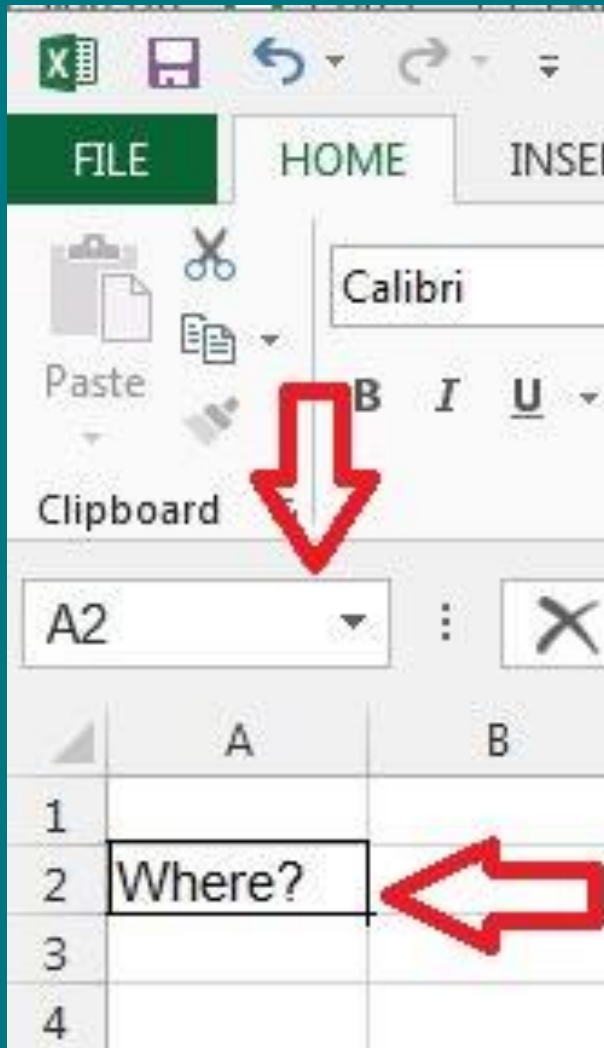
Format numbers

Exercise #4

Format numbers using the Home > Number subgroup.

- Add a $ sign to show it is currency.
- Or give something only 2 decimal places.
- Make negative numbers red.
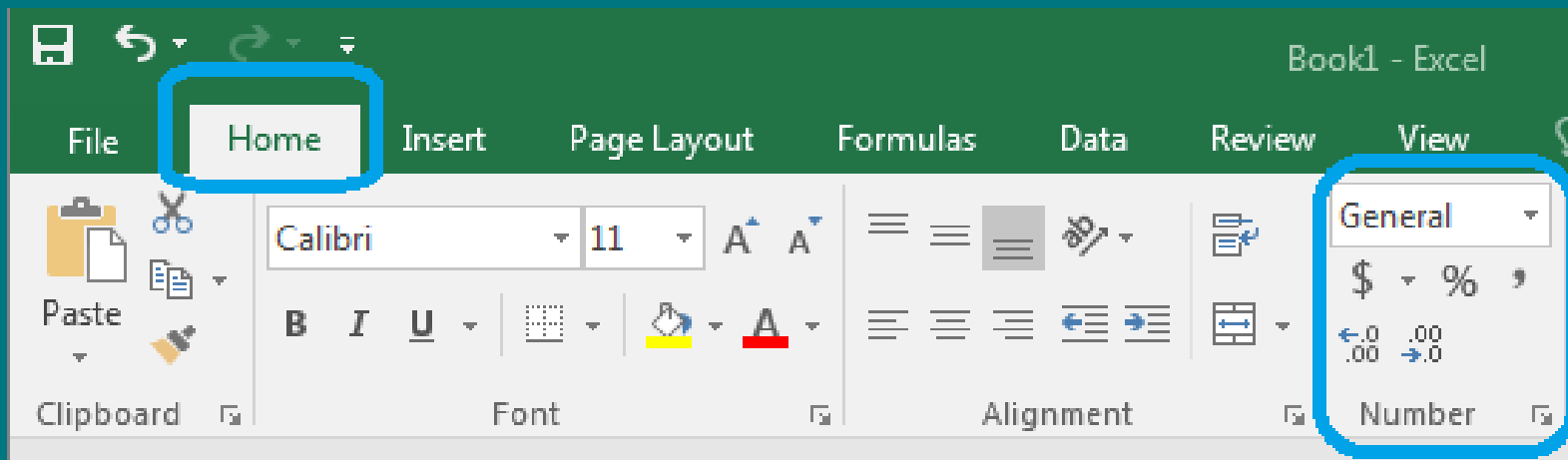
5) Work with cell references

The "Where?" is in Column A, Row 2.

Its address is A2.

A2 is displayed in the name box. This is the Relative Reference to this cell.

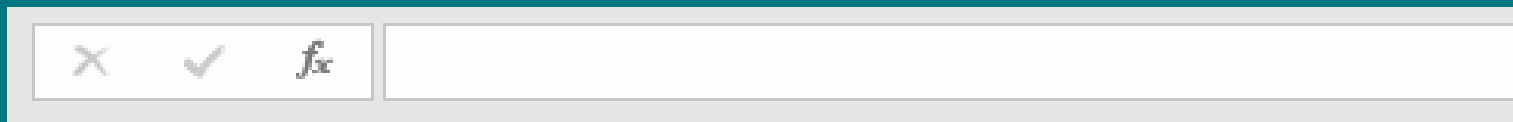If the cell was A1, that would be an Absolute Reference (covered in more advanced classes).
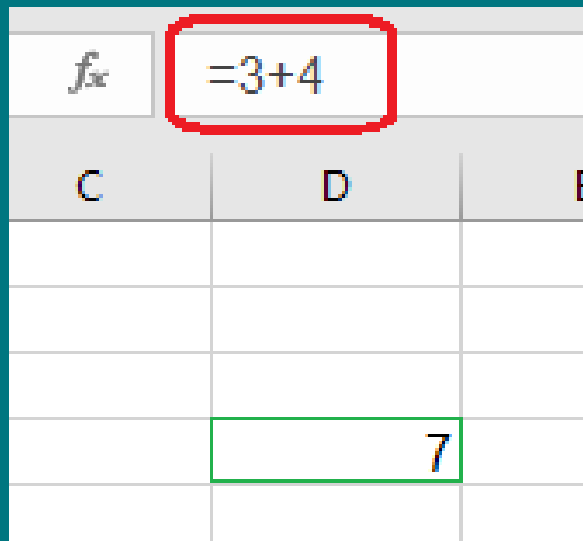
6) Intro functions and formulas

Formulas begin with an equal sign

All functions are formulas, but not all formulas are functions.

Simple: Click in a cell to make it active.

Go to the Formula bar and type the following:

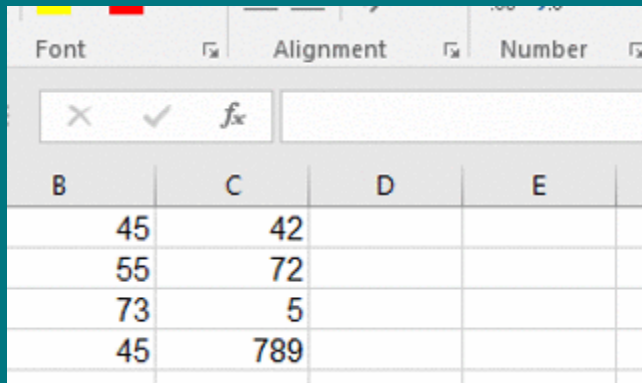The answer appears in the cell!

Fancier: Click in a cell to make it active.

Go to the Formula bar,

Type an equal sign.

Then click on the first cell, enter a + sign, then click on the second cell.

Click on the fx to see many options.

Several ways to do formulas.
Click empty cell under a series of numbers

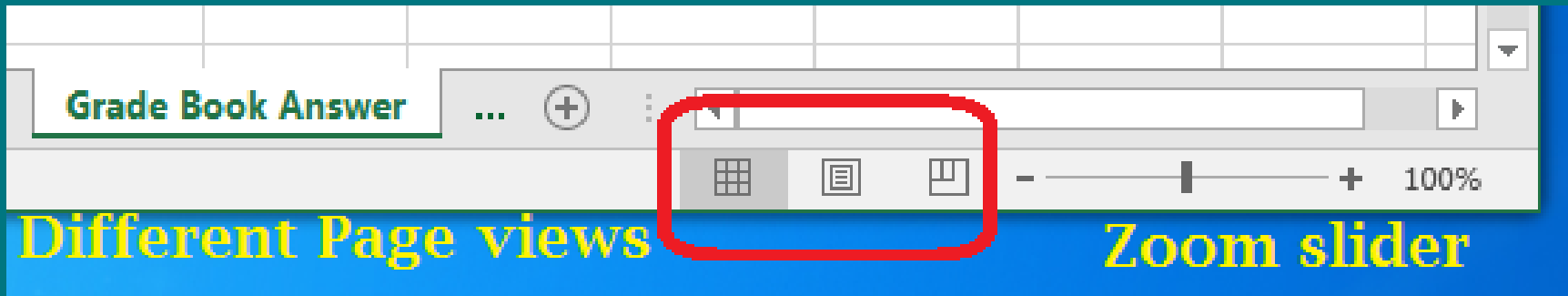All functions are formulas, but not all formulas are functions.
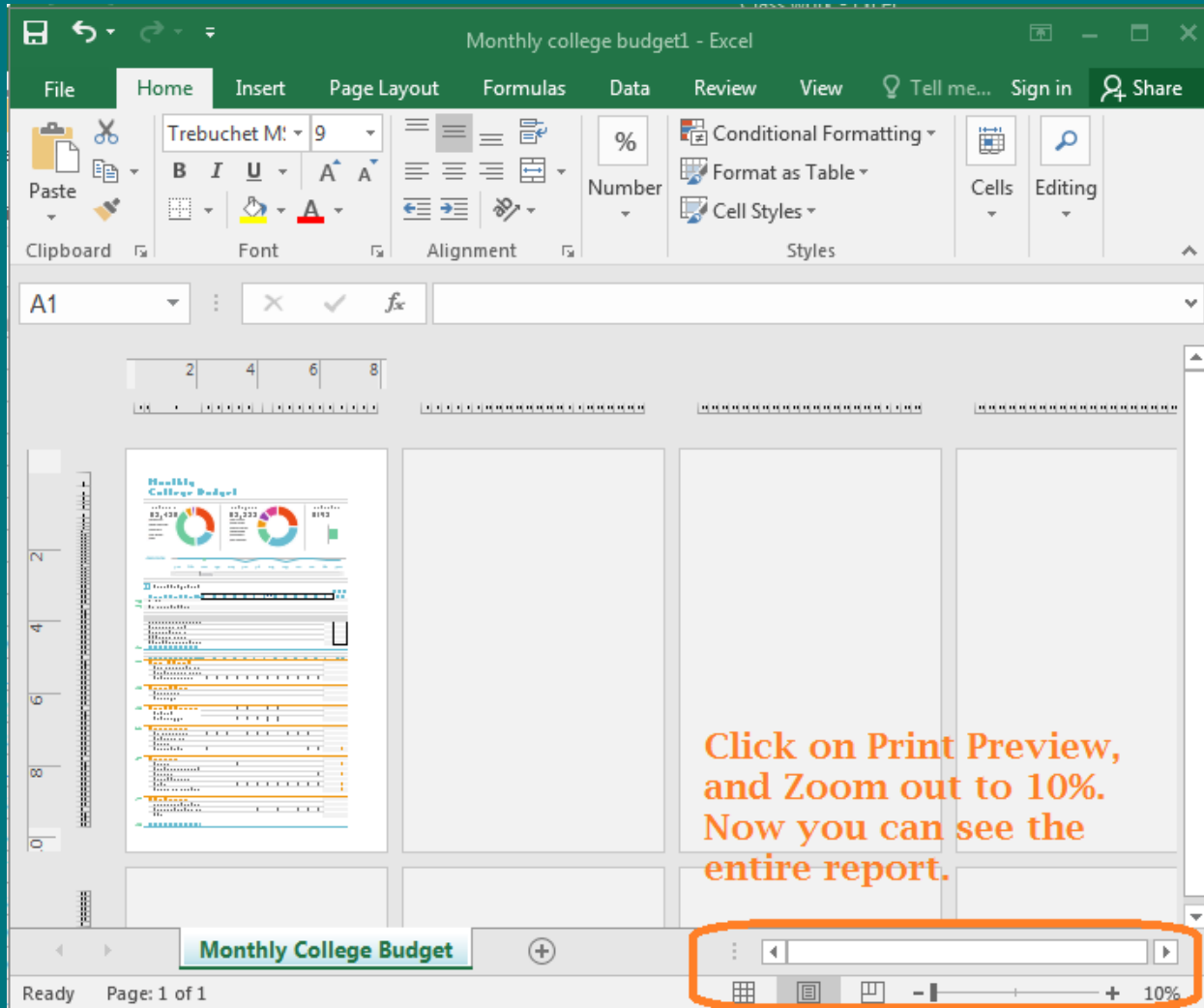
7) Print workbooks

Different Page views   Zoom slider

At the bottom of the worksheet, to the left of the zoom slider, you will find the different page views. Click on the middle one Page Layout to see how the report will print out.

From here you can easily add Headers or Footers, page numbers, etc.

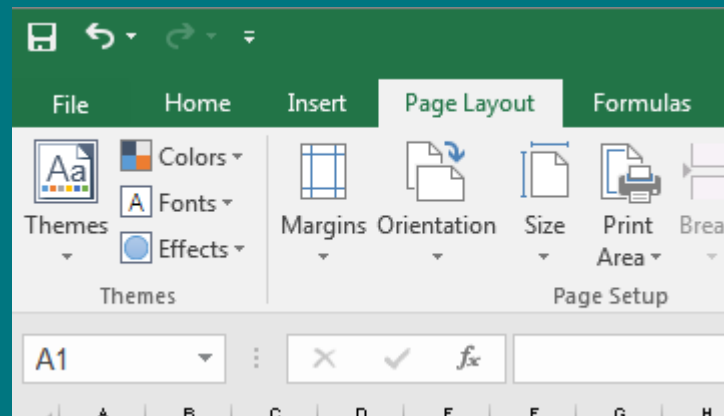Try Print Preview and slide the zoom bar to the left to see the whole report

In the Page Layout tab, click on the little "down arrow" underneath each option.

- use "narrow margin" to give more room for the report.

- Change the Orientation allows for a wider report in Landscape.

- Print Area > Set print area – allows you to print only a selected range of cells.

File > Print - this will bring up the Print Preview. Here you can see if the worksheet fits the paper. Change the orientation to landscape for a wide report.

More Excel classes:

- Charts and Graphs
- Formulas and Functions
- Making a Budget using Excel

Thank You

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